

### Wisconsin USDA Foods Internet Ordering System

- SFSP USDA Foods program participants will be using the “Wisconsin USDA Foods Internet Ordering System” to order and receive USDA Foods (formerly called commodities).
- USDA Foods entitlement for the SFSP is figured based on the number of meals served in the prior summer. A significant increase or decrease in the amount of meals estimated to be served during the current summer operations will also be considered when determining entitlement dollars. If you are a new SFSP, your estimate for the current year will be considered.

The following outlines the basic procedures for receiving USDA Foods for SFSP:

1. If your agency participated in the SFSP USDA Foods program last year, you will be able to enter contact and delivery information in the “Wisconsin USDA Foods Internet Ordering System” at the same time that you submit your SFSP Application Agreement. Existing SFSP USDA Foods agencies will be able to submit contact and delivery information in the “Wisconsin USDA Foods Internet Ordering System” after February 1, 2014. This must be done by **April 7, 2014** in order to be eligible to receive USDA Foods. If your agency is **new** to the SFSP USDA Foods program, you **will not** be able to access the “Wisconsin USDA Foods Internet Ordering System” until after you SFSP application Agreement has been submitted and processed.
2. Eligible sponsors electing to order USDA Foods must be sure to indicate this on the SFSP Application-Agreement and indicate what delivery method (delivery versus pick-up) is desired. The Application-Agreement must be completed by **April 11, 2014** in order to be eligible to receive USDA Foods.
3. After DPI receives your agency’s Application-Agreement, your entitlement dollars will be figured.
4. The last two weeks of April 2014, eligible **new** SFSP agencies will also need to complete contact and delivery information in the “Wisconsin USDA Foods Internet Ordering System.” This must be done prior to placing the USDA Foods order.
5. Towards the end of April 2014, eligible agencies will receive an instruction packet on placing the USDA Foods order. The information packet will include detailed internet instructions for placing the annual USDA Foods order. Instructions on pick-up or delivery will also be provided at that time.
6. Paper copies of the USDA Foods orders **will not be mailed out**. Eligible agencies will be responsible for accessing the Wisconsin USDA Foods Internet System to both place the USDA Foods order and print out a copy of the USDA Foods order once processed. Reminder: Since the SFSP USDA Foods delivery will be received in June 2014, all USDA Foods activity will be accessible under Program Year 2014 in the Wisconsin USDA Foods Internet System.
7. In order to receive the one time June 2014 USDA Foods order, agencies must access the Wisconsin USDA Foods Internet system from May 3, 2014– May 10, 2014 and place the USDA Foods order.
8. When placing the USDA Foods order, review the offer carefully and order only those USDA Foods that you will be able to use up during the summer months—USDA Foods must be transferred to an eligible agency at the end of the summer.

The following timeline lists important deadlines to follow:

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| February 1 – April 7, 2014 | Existing SFSP agencies enter contact and delivery information in Wisconsin USDA Foods Internet System.         |
| April 11, 2014             | SFSP Application Agreement must be completed.  |
| Last 2 weeks of April 2014 | <b>New SFSP</b> agencies enter contact and delivery information into the Wisconsin USDA Foods Internet System. |
| End of April 2014          | Instruction packet will be mailed to all eligible agencies.  |
| May 3 – May 10, 2014       | Place the USDA Foods order via the internet.   |
| After May 15, 2014         | Print a copy of the USDA Foods order from the Wisconsin USDA Foods Internet System.                            |